

PARTY (Name and address):  TELEPHONE NO. (Optional): E-MAIL ADDRESS (Optional): FAX NO. (Optional):	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:	
<b>REQUEST TO POSTPONE SMALL CLAIMS HEARING</b>	CASE NUMBER:

### IMPORTANT NOTICES

A copy of this request must be mailed or personally delivered to each of the other parties in this case. File the original request with the court and keep a copy. (Code Civ. Proc., § 116.570(a)(3).)

If the request is not filed with the court at least *10 days* before the hearing, the requesting party must give the court a good reason why the request is being filed later. (*Explain under item 2b below.*) The court will decide whether good cause was shown. (Code Civ. Proc., § 116.570(a)(2).) If the court denies your request to postpone, your case will remain set on the original date.

If the plaintiff's claim was timely served on the defendant, there is a non-refundable \$10 fee for filing a request to postpone the hearing. (Code Civ. Proc., § 116.570(d).) Submit the fee with this request.

### REQUEST

1. I am the ☐ plaintiff ☐ defendant in this case.

2. a. I request that my small claims hearing (*date*): \_\_\_\_\_ be postponed for the following reason (*be specific*):

b. ☐ This request is being made less than 10 days before hearing for the following reason (*be specific*):

3. a. A copy of this request was ☐ mailed ☐ personally delivered to each of the other parties in this case on (*date*): \_\_\_\_\_ at the following address as required by Code of Civil Procedure section 116.570(a)(3) (*specify name and address*):

b. ☐ (*Optional*) In addition to the requirement above, each of the other parties was also notified of this request by ☐ telephone ☐ e-mail ☐ fax on (*date*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)